

CHANGE ANNOUNCEMENT

Job Maintenance Assessment Form Effective 10/14/2005

CHANGES

1. The form “**Job Maintenance Assessment**” has been revised to allow a consumer to choose to not receive Employment Warranty Monitoring follow up contacts from VR Staff.
2. VR Staff must discuss with the consumer while reviewing the Job Maintenance Assessment form that our EW Monitoring follow up contacts are to assure things are going well on the job and to determine if there are further services or issues that VR can work with them to improve. Consumers must understand that if they decline EW Monitoring follow up contact from VR that if they require services they must reapply for services and be determined eligible.
3. Consumers must sign the Job Maintenance Assessment form and mark their follow up preference.

FORMS REVISED

The Job Maintenance Assessment form has been revised to reflect this change. Discard all previous versions and begin using this version immediately.

QUEST UPDATE

After the consumer has signed the Job Maintenance Assessment form and declined EW Monitoring Follow Up a Successful Outcome will be determined in QUEST. After the Successful Outcome is determined VR staff will select the “change activity” button from the Milestone Screen. Select Self Termination, Other Reasons. See example.

Current Milestone:	EW
Current Activity:	EW Monitoring
Current Program:	Employment Warranty
Date to assign to new milestone or activity:	10-11-2005

Select a Milestone from the list below:

1.	Self Termination
2.	YR Termination
3.	

Change Activity within current Milestone	
1.	Turned down waiting list placement
2.	Turned down offer of plan, service or
3.	Did not maintain contact
4.	Discontinued service participation
5.	Moved; no forwarding address
6.	Other reasons

VRIS UPDATE

The revised form can be found on VRIS, Case Service Forms and Worksheets (top right side on VRIS), Job Maintenance Assessment Form.

TEAM COMMUNICATION

In a Team meeting, review this Change Announcement with team members to assure they understand the option the consumer has regarding EW Monitoring Follow Up contacts by VR staff.

STATE OFFICE CONTACT

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